

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



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February 12, 2014

Dear Authorized Official,

Attached are FY2014 Local Border Security Program (LBSP) grant award documents for your jurisdiction/agency. This letter, and the attached documents, contain important information about the grant and provide instructions requiring your immediate action for grant acceptance.

Please follow the instructions at the top of the first page of the Terms and Conditions, and return all documents as instructed below to the Texas Department of Public Safety, Texas Homeland Security State Administrative Agency (THSSAA) **no later than March 31, 2014**.

The Grant Recipient Agreement (GRA) which includes the Grant Award, the Terms and Conditions, and attached Exhibits must be filled out, and signed by the person identified (Authorized Official) on the grant award. Signature by anyone else will only be accepted if a letter of designation from the governing body is attached that authorizes the person to sign for the Grantee. Letters of signature designation will be deemed as authorization for that person to sign any future documents related to the grant award unless the letter indicates otherwise.

### **Return GRA via E-mail**

The FY2014 GRA documents should be returned via email to [SAA-LBSP@dps.texas.gov](mailto:SAA-LBSP@dps.texas.gov) by the date indicated above. Please title the subject line of your email "LBSP" and name of jurisdiction (i.e. LBSP El Paso, City of). Submit the executed (signed) GRA (including a signed Award and the signed Terms and Conditions) as an attachment to the email using the same naming convention (i.e. LBSP Hidalgo County.pdf).

Please retain the original copy of each document submitted to the THSSAA for your records. The grant awards may be withdrawn if all required documents are not completed and submitted to the THSSAA within the deadline established above.

### **FY2014 LBSP Key Dates**

February 12, 2014	Date award Issued to Grantees
March 31, 2014	Deadline for signed Grant Recipient Agreement (GRA) to be returned to the SAA
August 31, 2014	End of Grantee's performance period
October 15, 2014	Liquidation Date (Final invoices/reimbursement requests are due to the THSSAA)

If you have any questions regarding the LBSP grant, please contact Sherry Saba at 512-377-0024.

Sincerely,

Machelle Pharr  
Deputy Assistant Director  
Texas Homeland Security State Administrative Agency